

# Kentucky's Microsoft® Elevate America Program

January 27, 2010 to April 27, 2010



# Elevate America Overview

- As part of the Elevate America effort, Microsoft is providing one million Microsoft Learning vouchers for no cost access to Microsoft eLearning courses and select Microsoft certification exams as part of our work to help train 2 million people over the next three years.
- Elevate America will help governments across the U.S. accelerate the workforce readiness of individuals through a selection of the most relevant training and certification programs offered by Microsoft.



# Elevate America in Kentucky

- Kentucky received 20,250 total vouchers
  - 9,000 intermediate level e-learning vouchers for Microsoft Windows & Office
  - 9,000 certification exam vouchers for Microsoft Windows & Office Exams
  - 2,250 advanced level e-learning vouchers for Microsoft Technical Professional and Developer level training



# Elevate America Training Details

## E-Learning (types)

- Introductory
  - Digital Literacy (beginner)
  - Windows & Office Essentials (beginner +1)
  - *No voucher required*
- Intermediate
  - Windows Vista, Office 2007
  - Commonly used in all sectors, industries
  - *Voucher required*
  - Aprox 1 hour for each course
  - 6-8 courses per collection, per product
- Advanced
  - Technical Professional
  - Technology specific careers
  - *Voucher required*

## Special Notes

- Online, self paced learning
- Conducted via any internet connected computer
- Can use training from multiple locations
- Must activate within state's 90 day timeframe
- 12 months of access/use of training from activation date
- One voucher request at a time.



# Getting Started: Vista and Office 2007

## Digital Literacy

**5 courses**  
**5 assessments**  
**1 certificate test**

### Courses

- Computer Basics
- The Internet & World Wide Web
- Productivity Programs
- Computer Security & Privacy
- Digital Lifestyle

## Windows Vista Essentials

**1 1:15 -hour e-learn course**  
**1 assessment**

### Course 6081

- Start working with Windows Vista.
- Navigate and customize the Vista UI.
- Work with programs in Windows Vista.
- Work with files and folders in Windows Vista.
- Work with Internet Explorer 7

## Core Word 2007

**3 1-hour e-learn courses**  
**3 assessments**

### Courses

- 5419: Getting Started with Microsoft Office Word 2007
- 5420: Editing and Proofreading Documents in Microsoft Office Word 2007
- 5421: Formatting Documents in Microsoft Office Word 2007

## Core Excel 2007

**2 1-hour e-learn courses**  
**2 assessments**

### Courses

- 5425: Getting Started with Microsoft® Office Excel® 2007
- 5426: Performing Calculations on Data in Microsoft Office Excel® 2007

## Core PowerPoint 2007

**2 1-hour e-learn courses**  
**2 assessments**

### Courses

- 5431: Getting Started with Microsoft Office PowerPoint 2007
- 5432: Working with Slides in Microsoft Office PowerPoint 2007

## Core Outlook 2007

**2 1-hour e-learn courses**  
**2 assessments**

### Courses

- 5437: Getting Started with Microsoft® Office Outlook® 2007
- 5438: Working with E-mail Messages in Microsoft Office Outlook 2007

# MCAS: Vista and Office 2007 Exams

Vista (77-600)	Word 2007 (77-601)	Excel 2007 (77-602)	PowerPoint 2007 (77-603)	Outlook 2007 (77-604)	Access 2007 (77-605)
1 1:15 -hour e-learn course 1 assessment	6 1-hour e-learn courses 3 assessments	6 1-hour e-learn courses 2 assessments	6 1-hour e-learn courses 2 assessments	6 1-hour e-learn courses 2 assessments	6 1-hour e-learn courses 2 assessments
<b>Collection 5257</b> <ul style="list-style-type: none"> <li>• Start working with Windows Vista</li> <li>• Navigate and customize the Vista UI</li> <li>• Work with files and folders</li> <li>• Using Vista Programs</li> <li>• Work with Internet Explorer 7</li> </ul>	<b>Collection 5258</b> <ul style="list-style-type: none"> <li>• 5419: Getting Started</li> <li>• 5420: Editing &amp; Proofreading</li> <li>• 5421: Formatting Documents</li> <li>• 5422: Columns and Tables</li> <li>• 5423: Graphical Elements</li> <li>• 5424: Working with Longer Documents</li> <li>• 6787: Collaborating with Others and Personalizing</li> <li>• 6788: Advanced Features</li> </ul>	<b>Collection 5259</b> <ul style="list-style-type: none"> <li>• 5425: Getting Started</li> <li>• 5426: Performing Calculations on Data in Microsoft Office Excel® 2007</li> <li>• 5427: Formatting and Printing Worksheets</li> <li>• 5428: Filter and Summarize Data</li> <li>• 5429 Pivot Tables and Charts</li> <li>• 5430: Collaborating with Others</li> <li>• 6789: Analyze Data and work with Macros</li> </ul>	<b>Collection 5260</b> <ul style="list-style-type: none"> <li>5431: Getting Started</li> <li>5432: Working with Slides</li> <li>5433: Working with Slide Layout and Themes</li> <li>5434: Working with Tables Charts, and Diagrams</li> <li>5435: Enhancing Slides with Multimedia Elements</li> <li>5436: Delivering Presentations</li> </ul>	<b>Collection 5261</b> <ul style="list-style-type: none"> <li>• 5437: Getting Started with</li> <li>• 5438: Working with E-mail Messages</li> <li>• 5439: Managing Mail and Contact Information</li> <li>• 5440: Managing the Calendar</li> <li>• 5441: Working with Tasks and Notes</li> <li>• 5442: Sharing and Remotely Accessing Data</li> </ul>	<b>Collection 5263</b> <ul style="list-style-type: none"> <li>• 5451: Getting Started with</li> <li>• 5452: Importing, Exporting Information</li> <li>• 5453: Working with Forms</li> <li>• 5454: Locating Specific Information</li> <li>• 5455: Keeping Information Accurate, Secure</li> <li>• 5456: Working with Reports</li> </ul>



# Elevate America Certification Details

- Certification Exams Types
  - Windows Vista
  - Office 2007 (MCAS)
  - Voucher required
  - One voucher per exam per product
  - One free retake per voucher
- Certiport Testing locations available at KCTCS campuses.
- Vouchers not available for Advanced Training.
  - Fee based certification is available

## Special Notes

- In person at proctored KCTCS locations
  - List available on-line with contact information.
  - Locations are across the state
  - Appointments encouraged
- Exams must be taken within state's 90 day timeframe
- One free retake



# E-Learning Process

- On-Line @ <https://KYelevateamerica.com>
- 1st Step: Determine computer literacy level.
  - Conduct a minimal customer evaluation on need/skill
    - If beginner, start with no voucher required training
  - If customer is ready for voucher, determine level required and product desired
    - Intermediate or Advanced
- 2<sup>nd</sup> Step: Request a Voucher
  - Follow on-line instructions to request voucher.
- 3<sup>rd</sup> Step: Customer Receives a Voucher
  - Acknowledgement email is sent
  - Voucher email to customer will include voucher number and instructions.
  - Microsoft customer service contact and website for activation included.





# E-Learning Process

- Customer visits website to “activate”
- Selects learning they want
- Customer Learning Plan for each Training
- Learning begins (12 months for completion)
- Exams must be completed within 90 day program period. No later than April 27, 2010.

# https://KYelevateamerica.com


Kentucky Elevate America - Windows Internet Explorer

http://162.114.36.120/

File Edit View Favorites Tools Help

Home

## Educating The Commonwealth's Workforce through Microsoft's Elevate America

  Administered by Office of Employment & Training

### Increasing Skills through [Elevate America](#)

In cooperation with Microsoft, the Commonwealth of Kentucky is pleased to offer E-Learning courses at no cost to you. The need to increase skills is essential in the current economy. Those individuals out of work can use this time to increase their skills. Workers must continuously improve and modernize their skills to keep up with the changing world of work. This innovative public-private program will provide 20,250 vouchers for free technology training and Microsoft certification to help Kentuckians meet the demands of the 21st century economy.

To see more details about the developments that led to this unique initiative please read the release from the [Office of Governor Steve Beshear](#)

Training Programs and Vouchers Available	Voucher's Remaining
<a href="#">Computer Basics</a> Beginner - NO VOUCHER REQUIRED Access basic computer concepts and skills; perfect for those new to computers.	No Voucher Required
<a href="#">Business Worker</a> <a href="#">Intermediate - VOUCHER REQUIRED</a> Access Microsoft Office 2007 and Windows Product Training.	9,000
<a href="#">Certification</a> <a href="#">Exams - VOUCHER REQUIRED</a> Become a Microsoft Certified Application Specialist.	9,000
<a href="#">IT Professional</a> <a href="#">Exams - VOUCHER REQUIRED</a>	

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# https://KYelevateamerica.com

Kentucky Elevate America - Windows Internet Explorer

http://162.114.36.120/

File Edit View Favorites Tools Help

IT Professional  
Advanced - VOUCHER REQUIRED  
Access Microsoft's IT Professional Library for IT.  
Click here for the IT Professional Curriculum Roadmap

2,250

Voucher distribution will begin at 1:00 pm on January 27, 2010 and will continue until April 27, 2010 or until all 20,250 vouchers are issued. Vouchers will be distributed on a first come, first served basis with unemployed workers having priority in the first two weeks of the program.

A computer with internet connection, Office 2007 and a personal email address are needed to complete training. If you do not have a computer available, you can still take advantage of this training opportunity. Public computers are available in [Career Centers and Adult Education locations](#) across the state. Click here for sites with computers available for this purpose. Public libraries may also have computers that can be used, contact your local library for availability. If you have a computer without Office 2007, you can download a [free time-limited trial copy](#) from Microsoft.

Testing – to become a certified Microsoft Certified Application Specialist, you will need to complete an exam at a Certiport testing center. Certification Centers are available through KCTCS. Click here for a [listing of available testing centers](#).

[Step by Step Instructions](#)  
Information on creating your own individual learning plan through [Elevate America](#).

Step 1 --> [Request Voucher](#)

Step 2 --> [Redeem a Voucher](#)

OET  
Office of  
Employment and Training

CAREER CENTER  
ONE STOP  
Employment Solutions, Under One Roof

KENTUCKY  
ADULT EDUCATION  
LEARNING FOR LIFE

EVERY CHILD  
PROFICIENT & PREPARED FOR  
SUCCESS

KCTCS

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Kentucky Elevate America - Windows Internet Explorer

http://162.114.36.120/CheckApplicationStatus.aspx

File Edit View Favorites Tools Help

Home > Check Status

## Educating The Commonwealth's Workforce through Microsoft's Elevate America

 Administered by Office of Employment & Training

### Check Request Voucher Application Status

**Check Status**

First Name \*


Last Name \*

Zip Code \*

Last 4 digits of SSN \*

Disclaimer: The Education and Workforce Development Cabinet's participation in the Elevate America Initiative is not an endorsement of Microsoft Corporation or its products.

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# Voucher Request Acknowledgement

Dear John,

This email confirms your request for a Microsoft Training Voucher

Intermediate: Business Worker.

Your request was placed on Wednesday, January 20, 2010 through the Kentucky Microsoft Elevate America Program.

The first priority of Voucher requests will be made to dislocated worker's from January 27 – February 10, 2010.

If you are a dislocated worker, your request will be processed in 2 business days. You will be notified through your email. If you would like to check your application status on-line click

<http://162.114.36.120/CheckApplicationStatus.aspx>

If you are not a dislocated worker your request for a Microsoft Training Voucher will be process after February 10, 2010 and your voucher number will be sent to your email address. If you have any questions regarding the status of your request, please send an email to [elevateamerica@ky.gov](mailto:elevateamerica@ky.gov).

Thank you,  
Kentucky Microsoft Elevate America Project Team.

Please do not reply to this email. This mailbox it is not monitored for replies.

*Unemployed will have priority for first 2 weeks of program.*

*If not unemployed, email will state that voucher request is pending. Voucher requests are filled first come-first served.*



# Voucher Request Confirmation

Dear John,

This email confirms your request for a Microsoft Training Voucher <%VoucherType%> requested on <%RequestDate%> through the Microsoft Kentucky Elevate America Program.

The Redeemable Voucher Code is <%VoucherCode%>

Click here to register with Microsoft and to start your learning path:

[http://www.microsoft.com/about/corporatecitizenship/US/CommunityInvestment/ea\\_redeemvoucher.aspx](http://www.microsoft.com/about/corporatecitizenship/US/CommunityInvestment/ea_redeemvoucher.aspx)

The voucher is not transferable and must be used within 90 days of activation. For more information click here (PLACE THE WEBPAGE Address here) and/or the FAQ online at <%url\_FAQ%> or send an email to [elevateamerica@ky.gov](mailto:elevateamerica@ky.gov)

Good Luck,

Kentucky Microsoft Elevate America Project Team

Please do not reply to this email. This mailbox it is not monitored for replies.

*Unemployed will have priority for first 2 weeks of program.*

*If not unemployed, email will state that voucher request is pending. Voucher requests are filled first come-first served.*



# Voucher Request Denial

## Denial Email:

Dear John,

This email is to inform you that your request for a Microsoft Training Voucher <%VoucherType%> placed on %Request Date%> through the Kentucky Microsoft Elevate America Program has been denied.

Reason: <%Reason%>

You may re-apply for a training voucher if you feel this was an error. Click here “Request a Voucher” to resubmit your registration form.

If you have any questions, please click here (Microsoft Kentucky Webpage address here) or send an email to [elevateamerica@ky.gov](mailto:elevateamerica@ky.gov).

Thank You,  
Kentucky Microsoft Elevate America Project Team

Please do not reply to this email. This mailbox it is not monitored for replies.

*Must be Kentucky resident to qualify for Microsoft vouchers.*





# E-Learning Technical Requirements

- Same version of software must be installed to complete practice exercises
  - 2007 e-learning requires 2007 software, etc
  - 90 day free download available for Office 2007.
- Practice exercises may require downloads
- For best performance, Internet Explorer is recommended
- Make customers aware of requirements for home or other use of e-learning

# Certification Exams

- Exams are given at physical locations
- Proctored exams given by Certiport testing centers, KCTCS locations in Kentucky
- Students select exam center nearest them
- Students must schedule exam time
- One free retake with each voucher

# Certification Exams – Testing Centers

- **Big Sandy Community and Technical College**
- **Bluegrass Community and Technical College District**
- **Bowling Green Technical College**
- **Elizabethtown Community & Technical College**
- **Gateway Community and Technical College**
- **Henderson Community College**
- **Jefferson Community and Technical College**
- **Madisonville Community College**
- **Maysville Community and Technical College**
- **Owensboro Community and Technical College**
- **Somerset Community College**
- **Southeast Kentucky Community and Technical College**
- **West Kentucky Community and Technical College**



# Who can benefit?

Anyone that wants to upgrade skills

- **Unemployed** – upgrade skills while unemployed.
- **Beginners** -- Adults – NEW to computers –
  - Digital literacy – obtain basic computers skills.
- **Intermediate** -- Adults/Students –
  - Needing Office 2007/Vista training.
- **Advanced** -- Technical Professionals –
  - enhance technology skills
- **Businesses** – upgrade employee skills
- **Certified** – Enhance resume through certification.



# Eligibility Limitations

- Kentucky State Government Employees cannot participate.
- Youth under 18, must complete paper application with parental consent to participate.
- Program limited to Kentucky residents.

# Other Information

- Limit of one voucher per request.
- Must complete training prior to requesting second voucher.
- Vouchers must be activated with 90 day program period.
- Certification exams must be completed no later than April 27, 2010.
- On-line training is not prerequisite for certification exam voucher.

# Other Information

- Public computer availability for training.
  - Career Centers and Adult Education locations
  - Local libraries?
  - Other?
- KCTCS training sites
  - Listing of available testing centers
- Disclaimer: The Education and Workforce Development Cabinet's participation in the Elevate America Initiative is not an endorsement of Microsoft Corporation or its products.





# Questions?

Web Page

<https://kylevateamerica.ky.gov>

Email Address

[elevateamerica@ky.gov](mailto:elevateamerica@ky.gov)

Ready? Set? Lets Go...

